

THE EMBASSY OF THE UNITED STATES OF AMERICA
MBABANE, SWAZILAND REQUESTS
EXPRESSIONS OF INTEREST ARE REQUESTED



SWAZIS AND AMERICANS
IN PARTNERSHIP TO FIGHT HIV/AIDS

With more than one in four of the adult population infected with the HIV virus, Swaziland has the world's highest rate of HIV. The rate of TB-HIV co-infection stands at 80% of TB cases, also the world's highest. In order to address these twin epidemics, the US President's Emergency Plan for AIDS Relief (PEPFAR) in Swaziland along with the Government of the Kingdom of Swaziland (GKOS) have developed a Partnership Framework which will strategically support a rapid scale-up of prevention, care, treatment services. As a result, the PEPFAR budget in Swaziland has increased from \$13 million in 2008 to \$28 million in 2010. The PEPFAR office at the US Embassy, Mbabane seeks the services of a qualified individual to assist with three tasks from the period of August 15th through December 31st, 2009.

Scope of Work

The contractor will agree to provide the following products:

- 1) Implementation Plan for the Partnership Framework 2009-2013;
- 2) Swaziland Country Operational Plan for FY 2010;
- 3) Planning Matrix for the process to develop national service standards for impact mitigation programs in support of vulnerable children; and
- 4) Report on the national consultation on the development of service standards for vulnerable children.

1) Develop the Partnership Framework Implementation Plan (PFIP)

The GKOS and the USG recently signed a five year Partnership Framework to accelerate the HIV response through increased results in prevention, care, treatment, policy reform and increased government ownership. This Framework focuses on five strategic areas:

- scale up and enhance quality and coordination of the national prevention program to reduce HIV transmission through behavior and social change;
- greatly expand access to male circumcision services;
- expand and decentralize access to and quality of HIV-related care and treatment;
- expand and improve services and support for vulnerable children who are impacted by AIDS; and
- strengthen the human resources capacity and the institutional capacity of the Ministry of Health for the HIV response.

The contractor will work with the PEPFAR core team, Steering Committee and PEPFAR Advisory Council to accomplish the following.

- develop a timeline for the development of the Implementation Plan;
- develop and maintain a planning matrix to ensure all aspects of the Plan development are carried out in a coordinated and timely manner. This will include scheduling and documenting regular planning meetings with the core team;
- facilitate the scheduling and follow up for meetings with government officials, civil society and other donor agency representatives;
- work with the technical area leads to fully develop their sections of the Implementation Plan;
- Develop the OVC component of the Implementation Plan; and
- Ensure that feedback and guidance from the Office of the Global AIDS Coordinator (OGAC) is reflected in the Implementation Plan. This will include dissemination of guidance within the team and ensuring that discrepancies or misunderstandings are promptly clarified.

2) Coordinate and document development materials related to the Country Operational Plan (COP) FY 2010.

The contractor will work with the PEPFAR core team and Steering Committee to accomplish the following:

- review 2010 programmatic and technical guidance for PEPFAR COP development and make accessible for easy use by the Swaziland PEPFAR team;
- in collaboration with the PEPFAR Coordinator and Core Team, develop and document the planned steps and expected outcomes of the COP 2010 development process;
- update the oversight and planning matrix to guide COP 2010 development process;
- plan and facilitate at least two COP meetings that generate
 - consensus on strategic emphasis and priorities

- consultation with current implementation partners
 - identification and consideration of potential new implementing partners
 - consensus on proposed program activities and funding levels.
 - analyze and compile by program area the expected narrative inputs from implementing partners, including proposed program activities and activity summaries for the COP 2010 funding request;
 - support the PEPFAR Program Assistant to ensure high quality capture of COP 2010 data into the online COPRS database; and
 - monitor, coordinate and edit all required writing and ensure a complete COP 2010 funding request by the due date.
- 3) Design a national engagement process for and write report regarding national standards for impact mitigation programs in support of vulnerable children.

The contractor will work with the PEPFAR core team, national partners and the Regional Orphans and Vulnerable Children (OVC) Advisor to accomplish the following:

- convene relevant partners in Swaziland (NCCU, NERCHA, UNICEF and others) to define a consultative process for developing national service standards (planning matrix deliverable);
- identify and document technical assistance needs through OGAC and the Regional HIV/AIDS Program (RHAP) for this process;
- facilitate a national consultative meeting on standards development; and
- write a report on the national consultation including draft standards for three to four priority service areas.

Qualifications

Qualifications of the Vendor

- Master's degree in public health or related field
- extensive experience in public health and HIV/AIDS program design, implementation, monitoring and evaluation
- excellent writing and facilitation skills
- experience with USG systems including PEPFAR
- expertise in programming for orphans and vulnerable children
- proficient in Microsoft Word, Excel and PowerPoint

To apply for this position please submit your electronic proposal to: Hadfieldgb@state.gov

Offers close at 12:00 local time, on July 25, 2009.

Subject line: PEPFAR REPORT